FRESNO STATE
Discovery. Diversity. Distinction.

Program Review Orientation

Program Review Officers:

Dean Bernadette Muscat, Undergraduate Studies

Interim Dean Joy Goto, Division of Research and Graduate Studies

Program Review Coordinator:

Celeste De Monte

Program Review Website:

fresnostate.edu/academics/curriculum/prog-review/

Program Review

Procedures & Guidelines for Review of Academic Programs

| Accredited Programs > | Non-Accredited Programs > |

Academic Program Review Schedule

| College of Arts and Humanities ⌄ |

| College of Health and Human Services ⌄ |

| College of Science and Mathematics ⌄ |

| College of Social Sciences ⌄ |

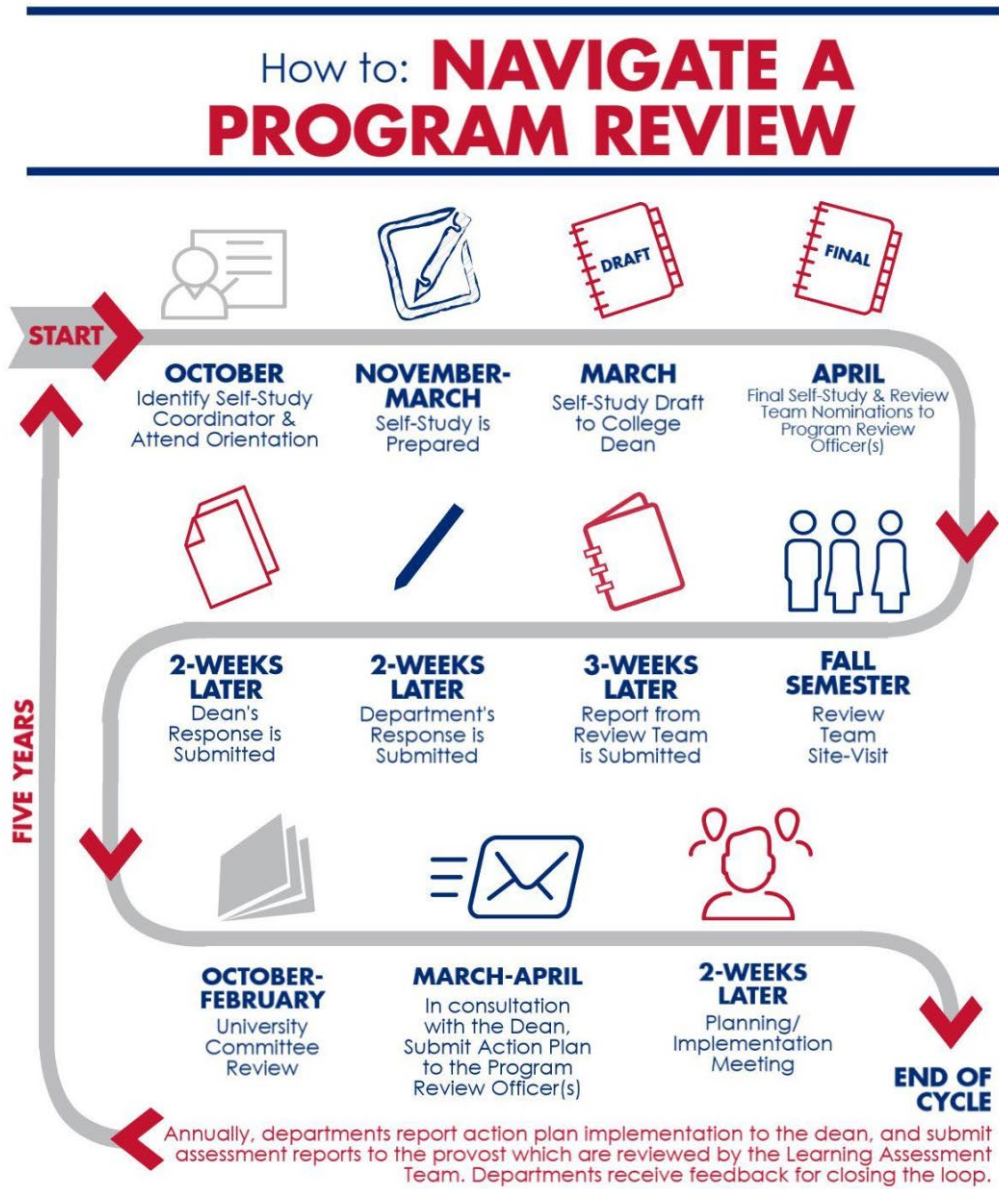| Jordan College of Agricultural Sciences and Technology ⌄ |

| Kremen School of Education and Human Development ⌄ |

| Lyles College of Engineering ⌄ |

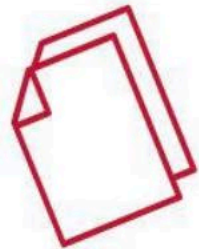| Sid Craig School of Business ⌄ |

| Special and Interdisciplinary Programs ⌄ |

Academic Program Review Schedule 📄

Program Review Timeline

START

OCTOBER
Identify Self-Study Coordinator & Attend Orientation

NOVEMBER-MARCH
Self-Study is Prepared

MARCH
Self-Study Draft to College Dean

APRIL
Final Self-Study & Review Team Nominations to Program Review Officer(s)
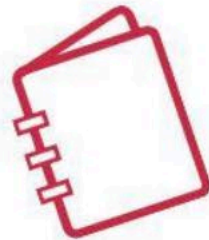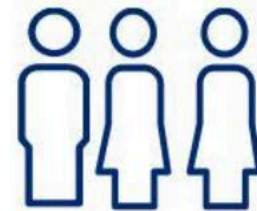
DRAFT

FINAL

YEARS

2-WEEKS LATER
Dean's Response is Submitted

2-WEEKS LATER
Department's Response is Submitted

3-WEEKS LATER
Report from Review Team is Submitted

FALL SEMESTER
Review Team Site-Visit

FIVE

OCTOBER-FEBRUARY
University Committee Review

MARCH-APRIL
In consultation with the Dean, Submit Action Plan to the Program Review Officer(s)

2-WEEKS LATER
Planning/ Implementation Meeting

END OF CYCLE

Annually, departments report action plan implementation to the dean, and submit assessment reports to the provost which are reviewed by the Learning Assessment Team. Departments receive feedback for closing the loop.

Elements of the Self-Study

- One self-study for each degree
- Self-study template
- OIE dataset

ENTER DEGREE NAME
[e.g., B.S. in Biology]
PROGRAM REVIEW SELF-STUDY
DEPARTMENT OF DEPARTMENT NAME

I.   Introduction and Overview of the Program   [VIEW INSTRUCTIONS]

[   ]Enter: Introduction/Overview

II.   Previous Action Plan or Recommendations from Prior Review   [VIEW INSTRUCTIONS]

Enter: Previous Action Plan/Recommendations

III.   Departmental Description and Evaluation of the Program   [VIEW INSTRUCTIONS]

[A.] **Mission and Goals of the Program**

1. Enter: Alignment of the Program and University's Missions and Goals

2. Enter: Alignment of the Program and the College/School Goals

3. Enter: Reflection of Any Recent Changes in the Discipline

B. **Effectiveness of the Instructional Program**

1. Enter: Student Learning as Assessed Through the Program's Student Outcomes Assessment Plan (SOAP)

2. Curriculum

   a. Enter: Structure/Coherence of Instructional Program

   b. Enter: Subprograms and EO 1071 Compliance (Options, Concentrations, Special Emphasis)

   c. Enter: Cooperative Efforts with Other Academic Programs – Joint Degrees, Service Courses, General Education Courses

   d. Enter: Program Faculty

   e. Enter: Effectiveness of Teaching and Learning

3. Enter: Community Interactions (Professional, Disciplinary, Industry/Regional)

C. **Recruitment, Retention, Graduation, and Student Services**

1. Enter: Recruitment and Enrollment

2. Enter: Retention and Graduation of Juniors (for undergraduate programs. Analyze and discuss program review data)

3. Enter: Student Services

D. **Faculty Effectiveness in Research, Scholarly, and Creative Activities**

1. Enter: Teaching and Advising

2. Enter: Scholarship and Research

3. Enter: University Service

4. Enter: Community Service

E. **Resources**

1. Enter: Financial/Budgetary (see your College Budget Analyst)

2. Faculty/Staff

   a. Enter: Adequacy and Availability

   b. Enter: Professional Development/Travel Support

3. Enter: Implementation and Currency of Technology

4. Enter: Other
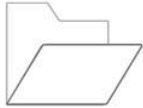

IV.   Plan for the Next Review Period   [VIEW INSTRUCTIONS]

A. **Recommended Changes to Mission and Goals of the Program**

1. Enter Change

2. Enter Change (if necessary)

OIE Dataset

Review Team

SELECTING THE

REVIEW TEAM

In consultation with the department faculty and dean, the chair will submit a list of 3 nominees in the following categories

Off-Campus

Expert in the discipline under review who has experience with student outcomes assessment in that discipline

On-Campus

Faculty member from within the school or college of the department under review

On-Campus

Faculty member from the campus but outside the school or college of the department under review

Use the online *Review Panel Nomination Form

→ Non FERPing Faculty

→ No conflict-of-interest (i.e. former employee)

→ If on sabbatical, faculty must seek approval from home university to serve as external reviewer with Fresno State

Review Panel Nomination Form (PDF)

Review Panel Nomination Form

Use this worksheet to confirm your review team members and set site visit date(s) or suggest several potential dates. Please submit the information via email to Program Review Coordinator celestedemonte@csufresno.com. For assistance or further information, please visit the Program Review web page. See there the special note regarding FERP, if applicable.

Academic Program(s) being reviewed: _____

Your name, title, and email: _____

Site Visit date, if known: _____

Potential Site Visit Team Members from within the College (listed alphabetically)

Name	Position	Department	Email

Potential Site Visit Team Members from outside the College (listed alphabetically)
This reviewer must be from Fresno State but cannot be from within the same college as the program undergoing review.

Name	Position	Department	Email

Potential Site Visit Team Members from outside of California State University, Fresno (listed alphabetically)

Name	Position	Department	Email

Rev. 9/20/24

Abbreviated Program Review

Four simple things to do…

1. Prepare Timelines Prior to External Accreditation Review as described on the Program Review of Accredited Programs website.

2. Evidence of National Accreditation. Typically, this is a letter to the President from the accrediting board.

3. An up-to-date SOAP (student outcomes assessment plan) submitted for posting on the OIE website. The SOAP must use the university template.

4. A five-year analysis of enrollment trends, graduation rates, and achievement gaps using the OIE program review data set as a reference. The analysis must include action plans to address managing enrollment in light of capacity, increasing graduation rates, and closing achievement gaps.
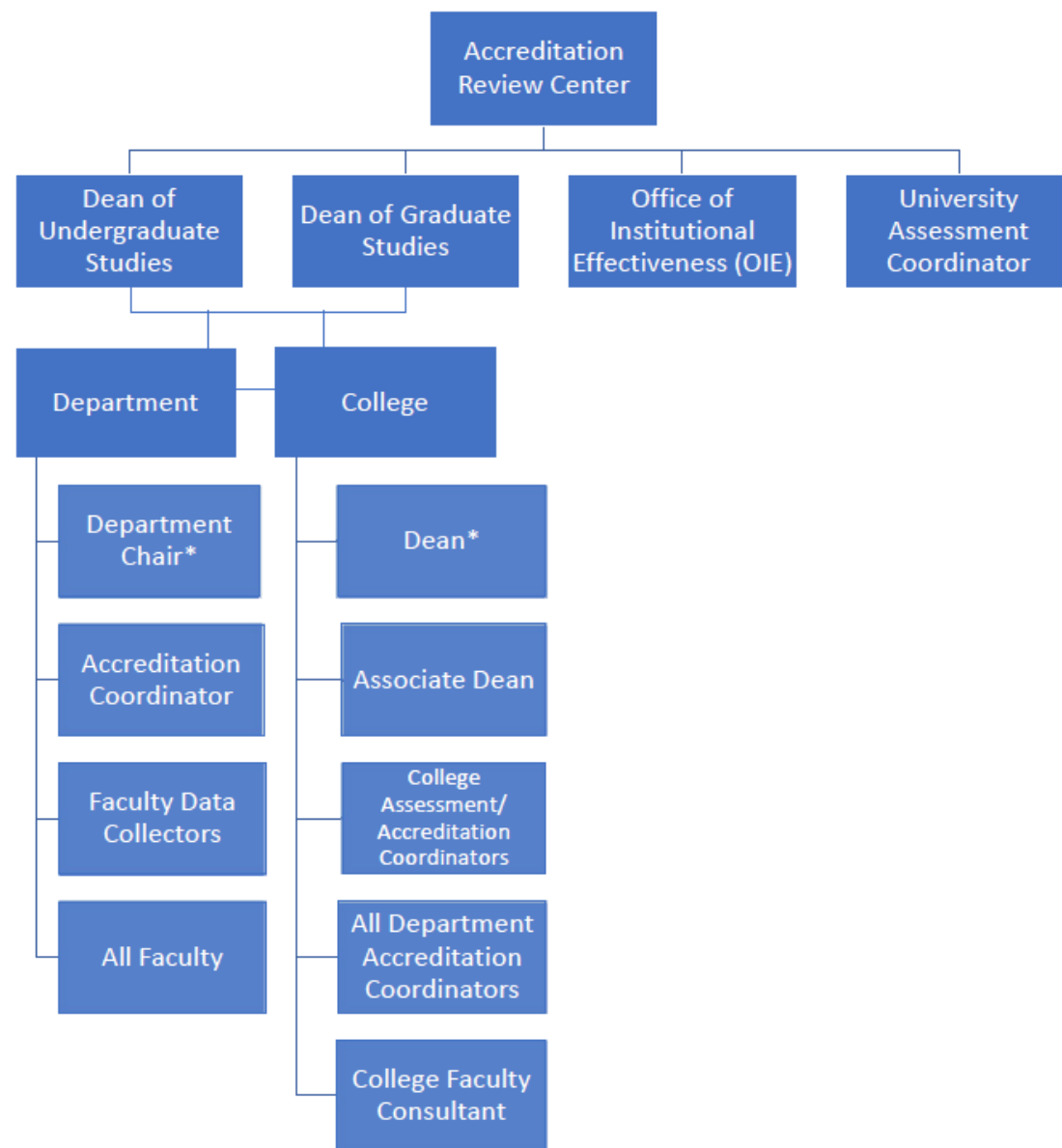
Accreditation Review Center

Established 2019

California State University, Fresno

Accreditation Process

Draft: Oct. 25, 2021 Office of Undergraduate Studies

* Final approval (at appropriate level)

Meeting Timeline Prior to External Review

Department

Months	Meeting Schedule
Months 13-24	2/semester
Months 7-12	3/semester
Months 3-6	1/month
Months 1-2	1/month and as needed

College

Months	Meeting Schedule
Months 13-24	1/semester
Months 7-12	2/semester
Months 3-6	1/month
Months 1-2	As needed

Internal Accreditation Signature Form

Program	Status	Date
	Review in: ⊙ draft form ⊙ final form	

Please ensure that all requirements for compliance have been reviewed. All signatures must be obtained before responding to the accrediting body. ==Your signature on this form signifies that you have read and agree to the contents of the accreditation proposal as submitted.==

❑ **Department**

Accreditation Coordinator

Department Chair

❑ **College**

College Assessment Coordinator

Associate Dean

Dean

❑ **Accreditation Review Center**

NOTE: One or both Dean of Undergraduate/Graduate Studies may be required, depending on the program reviewed.
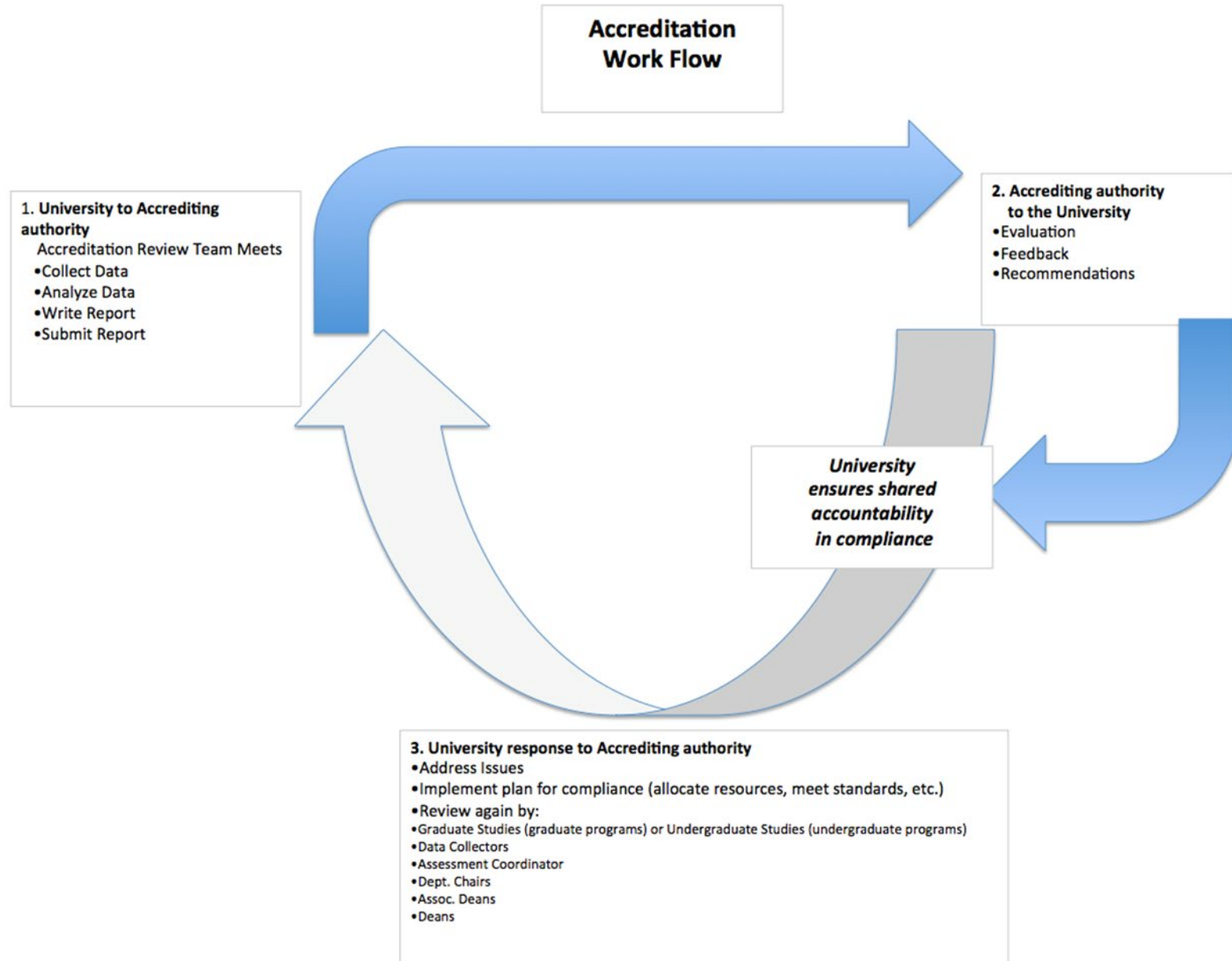
Dean of Undergraduate Studies

Dean of Graduate Studies

Office of Instituitional Effectiveness (OIE)

Assessment Coordinator

Accreditation Work Flow

Draft: Aug. 19, 2019. Office of Undergraduate Studies.

Accreditation Work Flow

1. University to Accrediting authority
Accreditation Review Team Meets
- Collect Data
- Analyze Data
- Write Report
- Submit Report

2. Accrediting authority to the University
- Evaluation
- Feedback
- Recommendations

University ensures shared accountability in compliance

3. University response to Accrediting authority
- Address Issues
- Implement plan for compliance (allocate resources, meet standards, etc.)
- Review again by:
- Graduate Studies (graduate programs) or Undergraduate Studies (undergraduate programs)
- Data Collectors
- Assessment Coordinator
- Dept. Chairs
- Assoc. Deans
- Deans

Thank You